

BHC Farmers Market Guidelines and Terms 2021/2022

IMPORTANT PLEASE READ

With your electronic signature on the application, you admitted that you have read and understand the Bullhead City Farmers Market Guidelines, Terms and Procedures and agree to abide by them.

SECTION I

GENERAL INFORMATION

We are under NEW management. Check the website for information.

ALL returning food, craft, jewelry and local business vendors are required to have a valid BHC Business License at time of application submission to the Farmers Market. Direct Sales companies are exempt from this requirement as are NEW first time vendors.

It is your responsibility to obtain and maintain a business license. If you are a returning vendor and not licensed, your application will be considered non-active/incomplete until this requirement is met.

PICTURES of items or booth set-up must be submitted and uploaded into your application at the time you apply. If you need tech help, please contact support at info@managemymarket.com. Failure to send in a completed application will create a “hold” and your application will be incomplete until requirements are met.

Applying to our Market can be done at anytime once the application is available online. Check the website for updates and details;
<https://bullheadcityfarmersmarket.com/>

If you are selling food items, you must be registered and follow Cottage Law rules from the State of Arizona through The Mohave County Environmental Health Dept. If you have any questions please contact:

Mohave County Environmental Health Bullhead City
t: [\(928\) 758-0704](tel:9287580704)

SECTION II

VENDOR FEES and BILLING INFORMATION

VENDOR FEES have been waived for the 2021/2022 Season. However, only licensed vendors are able to attend. All **NEW** vendors may attend one market without being licensed but will need to obtain their license before returning to a subsequent market. **ALL** vendors who attend the Holiday Extravaganza are required to be licensed. Contact the City Business License Department 928-763-0110 for information.

****NO RAIN CHECKS OR BUSINESS LICENSE REFUNDS UNDER ANY CIRCUMSTANCES.**

SECTION III

VENDOR GUIDELINES

Layout and vendor placement is up to management. Your space location is not guaranteed to be the same at each market.

Applying to the market does not guarantee your acceptance. If you are turned down for any reason, you will be will informed through email.

Ramada spaces are reserved for perishable items, full-time vendors and our sponsors. We do our best to accommodate your space requests but the ultimate decision and vendor placement/acceptance is always at the discretion of management.

****Please bear with us during the pandemic. We are limiting the number of spaces available.**

As organizers we try our best to accommodate you but we may have to change spaces as the market dictates. Understand, **NO** spot is a bad spot or owned by you. **IF we need to move you, please honor our request without incident.**

Spaces will be assigned on Friday, prior to the Saturday market. **Canopies are required 2021/2022 season for most grassy spaces due to enhancements to Community Park and loss of shade.** Most spaces are assigned Friday before the Saturday market. You will be informed of your space number/location when arriving on Saturday. We will assist you if necessary.

****You are responsible for all booth setups. Please bring your own canopy, tables, chairs, table coverings and signage. We cannot supply you with setup items or make change.**

Limit the size of your canopy to 10' x 10' per space and properly weighted with at least 50# on each corner. Sand bags work great. If your canopy is larger than suggested, you will need to pay for an extra space beforehand.

You are responsible for securing tents and products. We are not responsible for any injuries or loss of product to you or our patrons due to an improper set-up or through negligence on your part. Special attention is needed in windy weather.

****DO NOT bring new products to the market to display on market day. Post pictures of your new items to your online profile for verification and approval. No products waiting for approval should be sold on market day.**

To avoid the appearance of a flea market, please separate unrelated items with another table or presentation area. You may be required to add an additional space for said items.

NewSubletting and sharing your space with another vendor to circumvent our licensing requirement is not allowed. If you violate this rule, both you and your unapproved, unlicensed vendor will be asked to leave and permanently deleted from the seasons' roster.**

Product pricing must be displayed and spaces kept clean and professional looking. NO selling from boxes. Boxes are to be hidden underneath your table or kept neatly behind your booth.

****SOLICITATIONS BY YOU are not allowed outside your space. You may not walk around the park with fliers, tickets, game pieces, business cards etc. to hand out to customers or other vendors during sales hours. You may however, hand these to people from your booth. PLEASE stay within your selling area.**

****SELLING IS PROHIBITED BEFORE 8:30AM**

****Breaking down early is not allowed. The Market closes at 1 PM with the exception of the Holiday Extravaganza which closes at 3 PM.**

****No dumping on site...HAUL IN, HAUL OUT**

**** SMOKING OR VAPING IS NOT ALLOWED AT YOUR SPACE OR NEAR ANOTHER VENDOR'S SPACE. NO SMOKING OR VAPING IS ALLOWED UNDER THE RAMADA. Please go to the parking lot, behind the bathrooms or toward the river if you feel the need to vape or smoke.**

**** If you have a pet and want to bring him or her, they must be leashed and kept at the back of the booth and out of sight.**

****NO vehicles are allowed to enter or leave the park between 8:15 AM and 1:00 PM**

****THIS IS A PRIVATE EVENT.** Vendors and their booth occupants, **MUST** check-in upon entering the park at the South entrance, unless previously discussed with the organizers. Limit your helpers to 2 or 3 people within the confines of your space. If you need special access or handicap accommodations, arrange this with us in advance.

****No raffles, water or soft drink sales are allowed unless permission is given to you by the Director.**

SECTION IV

PARK CHECK-IN & VENDOR PARKING

New- PLEASE check your email for parking and weather updates during market week.

****You will enter the park at the Hwy 95 and Laughlin Ranch Blvd unless otherwise noted on market day.**

Check-in is between 6:15 AM - 7:30 AM and located on the South side of Community Park.

****THE VENDOR CHECK-IN ENTRANCE WILL BE BLOCKED OFF AT 8:15 AM. IF YOU ARRIVE AFTER THAT TIME, YOU WILL HAVE TO WALK YOUR PRODUCTS TO YOUR SPACE.**

****THE EXIT TO VENDOR ONLY PARKING area is located on the North side of the park.** Look for the orange cones and drive between them to get to the Vendor Parking Area avoiding any sprinkler heads and valves. If park property is damaged in any way you will be responsible for all damages.

****NO ONE is allowed to bring a vehicle into the park after 8:15 AM or before 1:10 PM. If you need to leave early in case of an emergency, you will need to ask for assistance at the INFORMATION table, located under the big Ramada. We will assist you.**

****Our DROP and GO policy is strictly enforced. PLEASE DROP YOUR LOAD AND GO IMMEDIATELY TO VENDOR PARKING, SETTING UP WHEN YOU RETURN TO YOUR ASSIGNED SPOT.**

SPECIAL COVID-19 UPDATE

*****We request that you follow Arizona State and Bullhead City guidelines.**

****The Market may be cancelled on short notice due to weather or other unavoidable circumstances.**

SECTION V

ADDITIONAL INFORMATION

IF AN EMERGENCY ARISES and you cannot attend, please call the hotline/voicemail at 928-219-2333 or email: bhcfarmersmarket@gmail.com A complete NO-SHOW is cause for loss of space for future markets.

**** The market is rain or shine.**

If you cannot attend and have a replacement person fill in for you, please give them a copy of this document so they are familiar with the information and general rules.

****We do not allow solicitations to our vendors and patrons from the public or fellow vendors for any reason during market hours.**

DISPUTES WITH MANAGEMENT will not be handled on market day. If you have a dispute, please contact us Monday after the market through our email: dheath@bullheadcityaz.gov

VENDOR DISPUTES are to be handled discreetly by the vendors involved. If you have difficulty in coming to an amicable resolution, only then will we get involved. Vendors causing problems with other vendors will be asked to leave and will be escorted from the premises immediately.

PARK RANGERS, CITY EMPLOYEES and VOLUNTEERS are there to help you and maintain safety within the park. Please be courteous to them.

We are looking forward to a fantastic season with you!

The Farmers Market Team

Contact: Parks & Recreation Farmers Market Hotline - 928-219-2333

David Heath P&R Superintendent email: dheath@bullheadcityaz.gov

website: <http://bullheadcityfarmersmarket.com>

email: bhcfarmersmarket@gmail.com

09/01/2021